

## Job Description

### Fire Logistics Specialist

Location: Nashville, TN

#### **Job Description:**

Oversees all state coordination center operations for the Tennessee Division of Forestry State Center (TNSC) and carries out specific duties of statewide programs within the Fire Management Unit of considerable difficulty. An employee in this class provides technical statewide intelligence and logistical resource mobilization services for federal, state and/or local agencies participating within the TNSC hierarchy relating to anticipated or ongoing emergency and disaster incident support. This classification performs responsibilities at the advanced level under the general supervision of the State Fire Chief.

#### **Specific Job Duties:**

##### **PLANNING**

1. Makes recommendations to the administration on related program goals, objectives, strategies, and performance measures. Develops effective policies and procedures for efficient program management.
2. Monitors environmental conditions, fire occurrence, and resource availability to oversee statewide staffing for wildland fire response. Assists in developing specific action plans, methods, and procedures for carrying out plans.
3. Collects and analyzes data, reports, plans, and other information from staff. Partners to interpret and produce statewide reports.
4. Maintains current and develops new working relationship with Emergency personnel and other state agencies (e.g., Agriculture Crime Unit, Sheriff's department, EMT, etc.). May serve on various working groups, councils, committees to coordinate and/or direct programmatic objectives and direction across the region.
5. Establishes and maintains complex interrelationships with Federal, State, and local fire management agencies both inside the southern geographic area and nationally.

## **PROGRAM DEVELOPMENT AND IMPLEMENTATION**

1. Initiates, coordinates and tracks mobilization, demobilization, and reassignment activities related to wildland fire suppression and emergency disasters within the local, geographic, and national area.
2. Maintains multiple interconnected data management systems such as National Fire Danger Rating System (NFDRS); Incident Qualification System (IQS); Computer Aided Dispatch System (CAD), and Weather Information Management System (WIMS) system software; Incident Resource Ordering Capability (IROC).
3. Demonstrates knowledge of internal and cooperating agencies' policies, procedures, guidelines, and equipment to ensure a timely, coordinated, cost effective response.
4. May supervise subordinates both technically and administratively. May develop, implement, facilitate training curriculum to ensure direct reports maintain working knowledge of and adhere to internal policies and procedures.
5. May walk, hike, and work on steep, rough terrain while enduring environmental hazards for extended periods of time to support fire management operations.
6. May travel overnight to training and meetings with cooperators. May work scheduled and unscheduled overtime as needed.

### **Minimum Qualifications:**

1. Bachelor's degree in any field and two years of full-time experience in one or a combination of the following: wildland firefighting, resource dispatching, resource inventory control, fire or resource database operation, or related acceptable field.  
OR
2. Full-time experience in one or a combination of the following may substitute for education to a maximum of four years: wildland firefighting, directing others in logistical resource mobilization operations in response to prescribed fires, wildfires, and or all-hazard emergency response, coordinating logistical operations by anticipating fire suppression needs and determining resource allocation, resource inventory control, fire or resource database operation, or related acceptable field.  
OR
3. Certified as an Expanded Dispatch Recorder (EDRC), and Expanded Dispatch Support Dispatcher (EDSD), and Initial Attack Dispatcher (IADP) by the National Wildfire Coordinating Group (NWCG) and two years of experience working in a coordination center to include experience as a wildland firefighter.

**Application link can be found on the Tennessee Division of Forestry's Careers page:**  
<https://www.tn.gov/agriculture/forests/employment-opportunities.html>

For more information, please contact:

**Wade Waters | Assistant State Forester, Fire & Emergency Operations**  
**Tennessee Division of Forestry**

Ellington Agricultural Center  
406 Hogan Road  
Nashville, TN 37220  
p. 615-837-5425

[wade.waters@tn.gov](mailto:wade.waters@tn.gov)  
[TNWildlandFire.gov](http://TNWildlandFire.gov)

### **Division Background**

This classification is within the Department of Agriculture, Tennessee Division of Forestry, Fire Management Unit of the Fire and Emergency Operations branch. The Fire Management Unit supports to minimize damage to forest resources and personal property while giving priority to firefighter and public safety. TDF is focused on wildland fire management, forestland values and benefits, forest health and forest productivity under the agency mission to protect, conserve, and enhance Tennessee's forests.

### **Nashville, TN**

Nashville is one of the fastest growing cities in the nation and is considered an "It" city, where people from all walks of life come to settle in. It earned its nickname "Music City" in the 1950s as the global center for the entertainment industry. It is not unusual for a headlining music star to surprise a crowd with an impromptu performance down on the famous Broadway in downtown. In addition to honkytonks and music venues, Nashville also boasts two major league sports teams, the Tennessee Titans and the Nashville Predators. If sports aren't your thing, Nashville's entertainment options also include a symphony orchestra, ballet and theatre companies, museums and art galleries and numerous festivals and events nearly throughout the year! Nashville resides in the middle Tennessee region, which provides genuine Southern hospitality and an unparalleled access to Tennessee's natural resources. Its rolling hills and fertile valleys make it the perfect location for farms and wineries where the extensive cave system and the limestone water are ideal for making whiskey and bourbon. Outdoor recreation is abundant with several lakes, streams, hiking trails and golf courses within a 10-mile radius of any location.